

OVERVIEW OF THE CONSTRUCTION PLAN PROCESS IN FAUQUIER COUNTY

Construction plans are approved in Fauquier County through an administrative process coordinated by the Construction Plan Coordinator in the Planning Office. Construction plan procedures are governed by the Fauquier County Subdivision Ordinance.

Pre-application Meeting

Before a construction plan can be submitted to the County, a pre-application meeting is required. Pre-application meetings are scheduled the 2nd and 4th Tuesday of each month. At the meeting, applicants will meet with review agency staff to discuss submission requirements/procedures and to identify any particular issues related to the proposal. Call Planning at 540-347-8703 to set up a pre-application meeting.

ESI

The County has partnered with the Engineers & Surveyors Institute (ESI) for construction plan review. ESI must review and approve a plan as complete before it can be submitted to the County. ESI transmits findings/approvals/denials to applicants for all plans received by 4:00 p.m. on Thursday the next Monday. Plans to be reviewed by ESI should be dropped off at the Zoning Office located at 70 Culpeper Street.

County Review/TRC

Once approved by ESI, the plans may be submitted to the County for review. Information about submission requirements and fees can be found at the County's web page or by calling the Planning Office. At the end of the review period, the submitting engineer and owner meet with the review agencies at a Technical Review Committee meeting to discuss comments and resolve outstanding issues. The review cycle continues until the plans are approved.

FOR MORE DETAIL, TURN THE PAGE:

CONTACT INFORMATION AT A GLANCE



Fauquier County
Department of Community Development
Construction Plan Coordinator: 540-347-8703
Planning: 540-347-8703
Zoning: 540-347-8789
Engineering/Soils: 540-347-8708

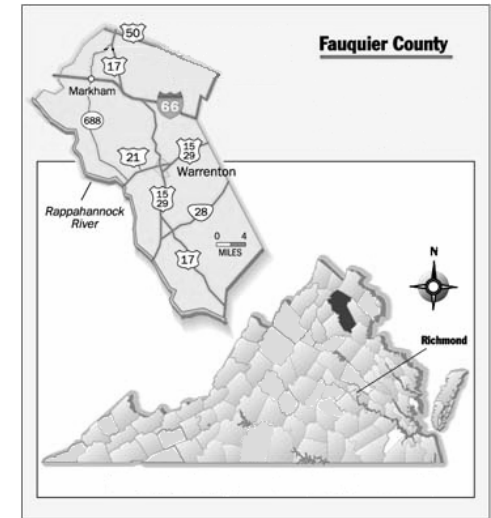
Application Forms
Filing Fees/Schedules
Submission Checklists
Regulations
Available on-line at:

www.fauquiercounty.gov/trc



Engineers & Surveyors Institute
4460 Brookfield Corporate Drive
Suite A
Chantilly, VA 20151
Phone: 703-263-2232
www.esinova.org

CONSTRUCTION PLAN REVIEW PROCESS



FAUQUIER COUNTY

Dept. of Community Development
Planning Office

10 Hotel Street
Warrenton, VA 20186

Phone: 540-347-8703
Fax: 540-347-6932

www.fauquiercounty.gov

FIRST REVIEW

Step 1 Applicant submits plan to ESI.

- ✓ ESI reviews for completeness.
- ✓ Plan must be approved by ESI prior to submission to the County.

Step 2 Applicant submits Construction Plan to the County for Review.

- ✓ Planning routes plans to referral agencies for review and comment.
- ✓ Comments are returned to Planning.
- ✓ Beginning in May 2005, comments will be available to be viewed via the web as they are received by Planning.
- ✓ Planning provides comments to submitting engineer and owner/applicant within 55 days (by 4p.m. on the Wednesday prior to TRC meeting).
- ✓ Applicant must contact the Construction Plan Coordinator by Friday noon prior to the TRC meeting to identify the key issues to be discussed at TRC. Applicant may request a deferral to the next TRC at this time, if more time is needed to respond.

Step 3 TRC Meeting

- ✓ TRC meetings are held the 1st and 3rd Tuesday of each month.
- ✓ 45 minutes is allocated to each construction plan.
- ✓ Appropriate staff will be at the meeting to allow resolution of issues at the meeting.
- ✓ The Construction Plan Coordinator documents the agreements reached during the TRC meeting, and provides a written summary of the agreements via email or fax to the applicant/engineer and relevant review agencies by noon Wednesday following the TRC meeting.

2ND REVIEW

Applicant must resubmit within 35 days.

Step 1 Applicant submits plan to ESI.

- ✓ ESI reviews for completeness and approval.

Step 2 Applicant submits Construction Plan to the County for Review.

- ✓ Planning routes plans to any referral agencies with outstanding issues.
- ✓ Comments are returned to Planning.
- ✓ Beginning in May 2005, comments will be available to be viewed via the web as they are received by Planning.
- ✓ Planning provides comments to submitting engineer and owner/applicant within 35 days (by 4p.m. on the Wednesday prior to TRC meeting).
- ✓ Applicant must contact the Construction Plan Coordinator regarding TRC meeting as with First Review process.

Step 3 TRC Meeting

- ✓ See TRC meeting process under First Review process.

3RD REVIEW

Applicant must resubmit within 35 days

Step 1 Applicant submits Construction Plan to the County for Review.

- ✓ Process is the same as for the 2nd Review.

Step 2 TRC Meeting

- ✓ See TRC meeting process under First Review process.

SIGNATURE SETS

Applicant must submit within 10 days

Step 1 Applicant submits Signature Sets of plans to the County for signature.

Step 2 County will route for signatures, except applicant is responsible for WSA approvals.

Applicant Submission Deadlines

The County has partnered with the development community, committing to specific turn-around times for reviews in exchange for commitments from engineers on resubmission time-frames. Therefore, the resubmission deadlines for applicants are mandatory.

Up to 2 extensions (of 30 days) may be requested for the 2nd Review resubmission, and up to 1 extension (of 30 and 10 days, respectively) for the 3rd and Signature Set Review resubmissions. Extension requests must be received by fax or email prior to the resubmission deadline. If the deadline is not met and no extension was granted, a \$200 refiling fee must be paid with the resubmission.

More Than 3 Reviews Required?

It is the County's goal to have plans ready to approve by the 3rd review. If comments are not resolved and a 4th submission is necessary, a meeting will be coordinated by the County's Construction Plan Coordinator for the project. At the subsequent meeting, both the applicant/owner and design firm must be in attendance to meet with the Director of Community Development and the specific agencies involved. The Director will identify what plan elements need refinement and the specified reasons, in conjunction with the affected referral agencies. An agreed upon submission deadline will be established and the resubmission must be accompanied by a fee totaling 10% of the original filing fee, passed through ESI Review, and will revert to the 45 day initial review schedule.